

## **STAFF DEVELOPMENT ASSISTANT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a para-professional position responsible for assisting in the coordination of the personnel, payroll, training and educational activities in the Dutchess County Department of Community and Family Services. The work involves assisting in the interviewing and screening of all potential employees for the department, scheduling and tracking training programs and processing all time and attendance and payroll records, and monitoring personnel actions. Work is performed under the general direction of the Staff Development Coordinator.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could be reasonably be expected to be performed by an employee in this title.

1. Processes time and attendance and submits payroll for payment; ensures all entries are in conformance with law, rules and contractual provisions;
2. Assists in reviewing candidates and scheduling interviews; maintains all payroll and civil service records;
3. Tracks employee movement in the department and ensures employee personnel changes conform to civil service and contractual provisions;
4. Schedules orientation and training sessions for department employees;
5. Maintains employee's training records and schedules employees for required courses through the State or County;
6. Answers inquiries from employee's regarding time and attendance and payroll questions;
7. Maintains confidential personnel folders containing a variety of employment related information;
8. Answers employee's questions regarding departmental policies, contractual provisions related to time and attendance, leave of absences, payroll, etc;
9. Assists in responding to FOIL requests regarding employees.
10. Prepares a variety of correspondence and reports as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of modern office terminology, practices, procedures and equipment; Good knowledge of County software packages used for financial management and personnel tracking; Good knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports; Good knowledge of the laws, rules, policies and procedures relating to NYS civil service laws and rules and contractual provisions relating to personnel; Ability to communicate effectively, both orally and in writing; Ability to deal with a wide variety of people; Ability to maintain complex and confidential records and files in both online and manual systems; Ability to learn and apply changing rules and regulations; Ability to gather, compile and evaluate information and records, prepare reports and make recommendations based on analysis of data collected; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma PLUS:

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| EITHER: | (A) | Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree;   |
| OR:     | (B) | Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS two years of paraprofessional experience in payroll or personnel related functions; |
| OR:     | (C) | Four years of paraprofessional experience in payroll or personnel functions;   |
| OR:     | (D) | An equivalent combination of education, training and experience between the limits of (A), (B) and (C) above.  |

ADOPTED:

12/07/2014